



## CITY OF KIRKLAND

### PRE-SUBMITTAL CONFERENCE APPLICATION

123 5<sup>th</sup> Avenue, Kirkland, WA 98033

425.587.3225 - [www.kirklandwa.gov](http://www.kirklandwa.gov)

PRE \_\_\_\_\_

Check one: ☒ Land Use Permit ☐ Building Permit

Total Estimated Project Cost:  
\$ 39M

Project Name: Beta Townhomes

Project Address: 11801 NE 116th Street, Kirkland, WA 98034

Parcel Number(s): Beta Townhomes

Property Owner's Name: Quadrant Homes

Address: 14725 SE 36th Street, Suite 200

City: Bellevue

Phone: 425.646.4139

Zip: 98006

Contact Person (for this conference): Justin Goroch, PE

Address: 2106 Pacific Avenue, Suite 300

City: Tacoma

Phone: 253.627.4367

Zip: 98402

E-mail: jgoroch@bcradesign.com

**The following departments will attend, if applicable: Building, Fire, Planning, Public Works**  
**Would you like a free Green Building consultation? ☐ YES ☐ NO**

Describe the proposed project:

The proposed site development includes 41 townhome units with associated parking and access paving. The site will maintain access on NE 116th Street.

Owner/Agent: \_\_\_\_\_ Date: 02/22/2016

*Signature*

### SUBMITTAL CHECKLIST

**To reduce waste, please provide electronic plans if possible (PDF format, combine to one file, on a CD). If not possible, please submit 4 paper sets of all plans with the submittal of this application. *Personal Wireless Facilities applications shall submit plans electronically only.***

#### REQUIRED ITEMS:

	<input checked="" type="checkbox"/>	Attach a list of questions/concerns for staff.
DRAWINGS	<input checked="" type="checkbox"/>	<u>Land Use Permit</u> – Vicinity Plan; conceptual drawings of proposed project (surveyors or engineers drawings not required).
	<input type="checkbox"/>	<u>Building Permit</u> – Vicinity Plan; site plan with existing and proposed contour lines – include parking lot, circulation system, significant trees (at least 6" diameter) and any natural features; elevations of all four (4) sides of any proposed structures; floor plans.
FEES	<input checked="" type="checkbox"/>	\$536.13 (\$518.00 Conference Fee and \$18.13 MyBuildingPermit.com fee) made payable to the City of Kirkland. No fee is charged for SFR Meeting process.
	<input type="checkbox"/>	For Shoreline Stabilization projects – an additional \$240.00 consulting fee may be required.

### STAFF USE ONLY BELOW THIS LINE

Routing Process: ☐ Standard Meeting ☐ SFR Counter Meeting ☐ Wireless: Electronic Meeting



## **PRE-SUBMITTAL CONFERENCE INFORMATION**

**PURPOSE:** A Pre-submittal Conference is a meeting between those interested in developing property or applying for a development permit, and the City staff who will ultimately review the development permit. The purpose of the conference is to determine the feasibility of the project, identify potential road blocks, and review information required for a complete application. Applicable policies, codes, and standards will be identified at the conference. In addition, a Team Leader (primary City contact person) will be introduced at the meeting.

### **GENERAL INFORMATION:**

Meeting dates and times. Conferences are scheduled a minimum of ten (10) business days in advance. Standard Pre-Submittal Meetings are Tuesday mornings at 11:00 a.m. and 2:00 p.m., and Thursday afternoons at 2:00 and 3:00 p.m. Single-Family Residential (SFR) Pre-Submittal Meetings are held at the Development Service counter with an assigned representative on Tuesday and Thursday afternoons at 2:00 p.m.

The plans required are a vicinity plan, and conceptual drawings of the proposed project to include approximate location of all significant trees (at least 6" diameter), existing and proposed contour lines if available (include parking lot, circulation system, and any natural features. For building permit pre-submittal applications, elevations of all sides of any proposed structure and floor plans should be included.

The City will review and provide feedback on the documentation submitted at the time of original application. *Because staff reviews the proposed project in advance, applicants are discouraged from bringing substantial revisions to the meeting.*

**It is required that a list of questions/concerns accompany the application.** The customer is responsible for taking any notes in the meeting. The customer may submit meeting notes to the City's Team Leader to be reviewed for accuracy.

### **VESTING: Projects do not obtain vested rights at the time of Pre-submittal.**

Pre-submittal applications are submitted to the Department of Planning and Community Development. The date, time, and location of the meeting will be scheduled at the time application is made and applicable fees are paid. *Documentation that is substantially revised after the original application may require additional review and may be charged additional fees.*

There are two types of Pre-submittal Conferences designed to assist customers: Land Use and Building. These are described on the following page.

Minor projects that do not require a Pre-Submittal Meeting by Code may be reviewed under the SFR Pre-Submittal Meeting process.



## **LAND USE PERMIT PRE-SUBMITTAL CONFERENCE:**

Pre-submittal conferences are **REQUIRED** by the Zoning Code for most land use permits. Examples of land use permits are:

- Process I\*
- Process IIA
- Process IIB
- Personal Wireless Service Facilities
- Short Plats
- Variances
- Planned Unit Developments
- Master Plans
- Design Review

Please contact the Planning Department at (425) 587-3225 if assistance is required to determine whether or not a pre-submittal conference is required for a particular land use permit. Whether required or not, they are always encouraged. City staff members from the Planning, Building, Public Works and Fire Departments may attend this conference.

\*For Process I or Planning Official Decisions only, per KMC 5.74.090 an applicant may request to have a land use permit application reviewed within an expedited time frame. There is an additional charge if the Planning Department approves the request. Approval is dependent on current staff availability to conduct overtime reviews.

**Note:** The applicant must contact the assigned planner at least one working day prior to submitting a land use permit application.

## **BUILDING PERMIT PRE-SUBMITTAL CONFERENCE:**

Pre-submittal conferences are **HIGHLY RECOMMENDED** for:

- New commercial/multi-family projects
- Significant additions to commercial/multi-family projects
- Complex tenant improvements and restaurants
- Automobile dealerships

City staff members from Building, Fire, Planning, and Public Works normally attend these pre-submittal conferences unless the customer specifies a department's presence is not necessary. Please contact the Building Department at (425) 587-3600 with any questions regarding this type of pre-submittal conference.

**In the Rose Hill Business District, an [Exterior Lighting Plan](#) is required. (Customer will gain more information based on the level of detail provided.)**